HOW TO TEST USING EDISS CONNECT

Purpose: This document will explain what EDISS Connect is and how to utilize its testing functionality.

TABLE OF CONTENTS

1.What is EDISS Connect?	1
2. Accessing EDISS Connect	1
3. Submitting a Test File	2
3. Checking the Test File's Results	6

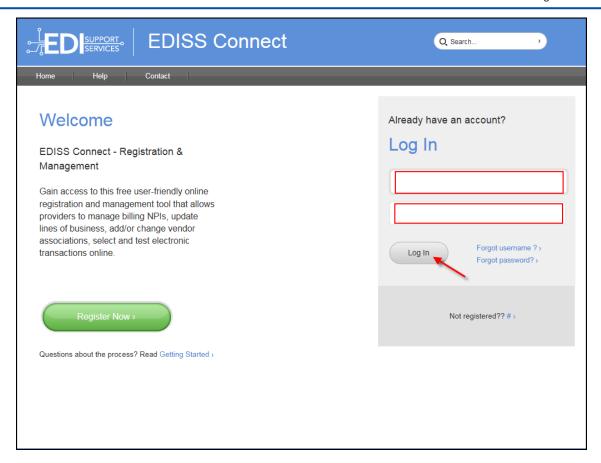
1.WHAT IS EDISS CONNECT?

EDISS Connect is a free, user-friendly, online registration and management tool that allows providers to manage billing NPIs, update lines of business, add/or change vendor associations, as well as select and test electronic transactions online.

Note: This web application is different from the submission method used to submit production files. It is intended for test file submissions only. Any production files submitted will be rejected.

2. ACCESSING EDISS CONNECT

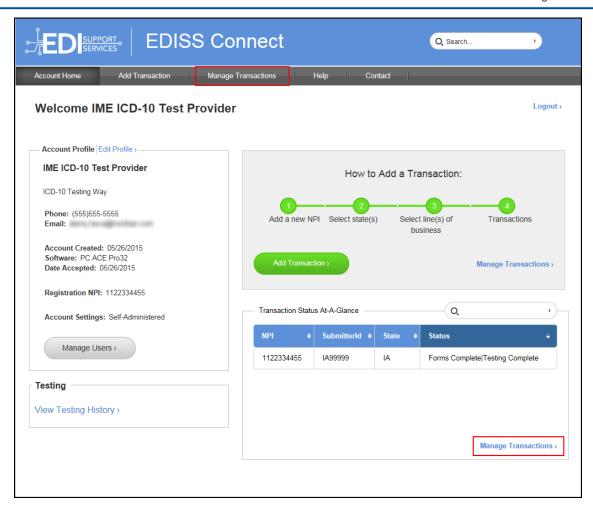
- 1. Open a web browser and enter the URL https://connect.edissweb.com.
- 2. Enter your username and password. Select Log In.



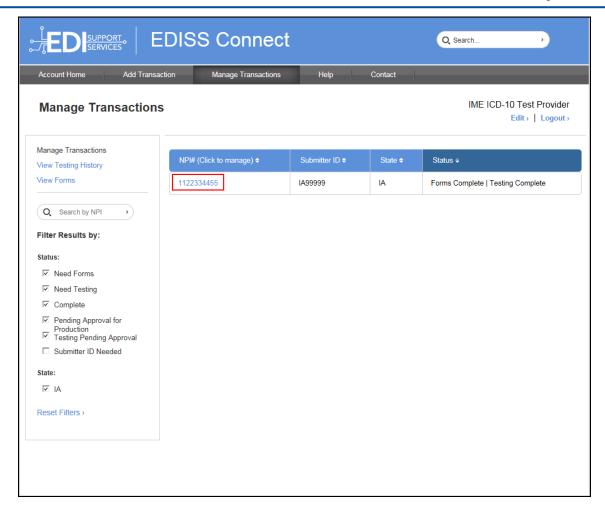
Note: If you do not know your username and password you will have to contact EDI Support Services at (800) 967-7902. Provide the representative with the NPI(s) you want to test for and they will be able to locate the appropriate account(s) and provide you with instructions on how to gain access.

3. SUBMITTING A TEST FILE

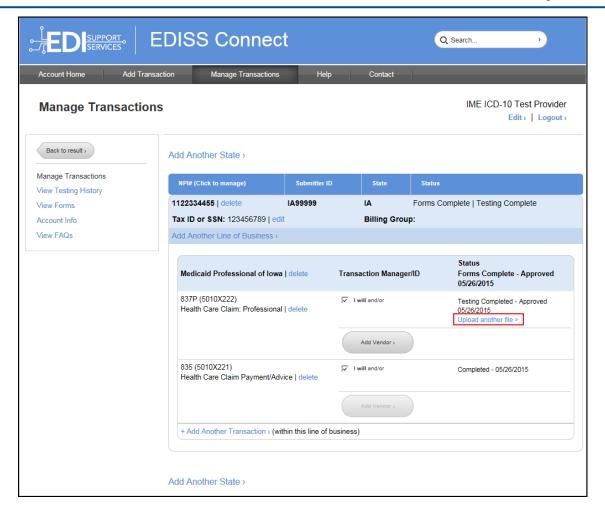
 Once you are logged in you will be brought to the Account Home page. Select Manage Transactions from either location highlighted below.



2. This will bring you to the **Manage Transactions** page. On this page you can select the NPI you want to test for by clicking on the actual NPI in the list provided.

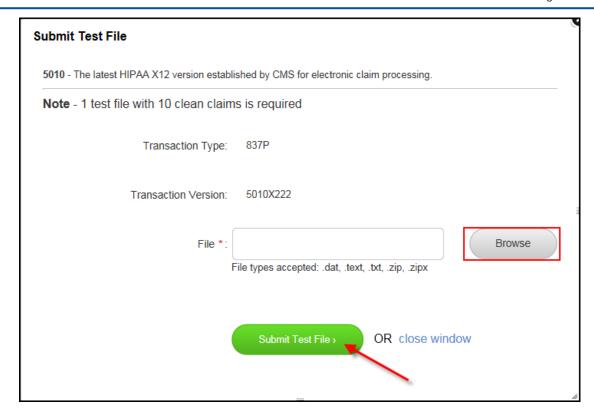


3. The next screen you will see shows the selected NPI's registration information as well as allows you to submit test files. In order to submit a test you need to simply click on **Upload another** file.



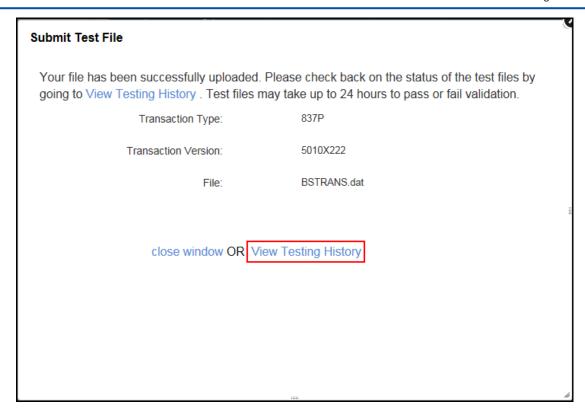
Note: In order to perform ICD-10 end-to-end testing the NPI must be registered and in production with both the 837 and 835 transaction within the same line of business as shown above. If the NPI is not registered, or in production, with the 837 transaction you will not see the **Upload another file** link. Also, if the NPI is not registered or in production with the 835 transaction a remittance advice will not be generated. If you need assistance registering for these transactions you can contact EDI Support Services at (800) 967-9702.

4. The **Submit Test File** window will pop up. Click on **Browse** to locate your test file then select **Submit Test File**.

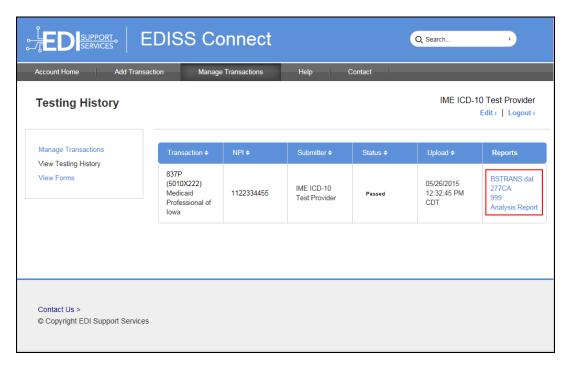


3. CHECKING THE TEST FILE'S RESULTS

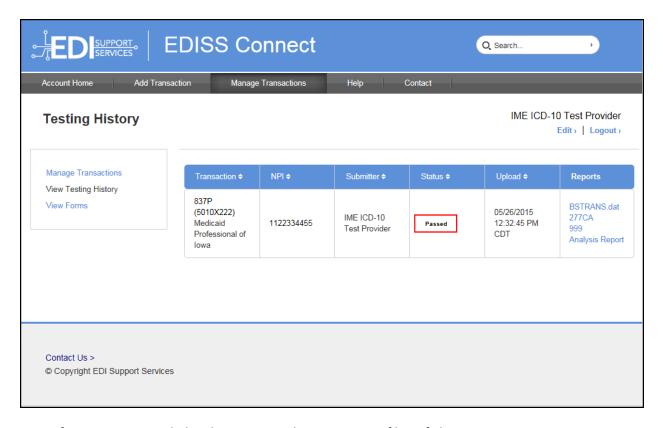
1. The Submit Test file window will advise you if the file has been successfully uploaded or not. If it has you can select View Testing History to see the results.



2. The 999 and 277CA acknowledgements typically generate within a few minutes of the file being submitted, but can take up to 24 hours. They are made available on the **Testing History** page along with the originally submitted test file and an Analysis Report.



3. If the file has a **Processing** status you will have to come back to the Testing History page later until it gives a **Passed** or **Failed** status. If the file has a **Passed** status it will be processed by the IME and an 835 will be returned to your production mailbox on the upcoming Friday. If the file has a **Failed** status the acknowledgements reports will need to be reviewed for the error(s). The test file can then be corrected and resubmitted until a **Passed** status is achieved.



Note: If assistance is needed in determining what is causing a file to fail you can contact EDI Support Services at (800) 967-9702.